

# Billings Fire Cache Fire Supplies Catalog

(See back flap for directions to the cache)

551 Northview Drive, Billings, MT 59105

24-Hour Emergency Phone Number

**(406) 896-2870**

**FAX: (406) 896-2881**

## PURPOSE OF CATALOG

The catalog provides users with a list of items available from the Billings Fire Cache. It is also a reference tool to help ensure safety and efficiency within the cache community. Listed within the Alphabetical, Numerical, and Kit Sections are items which are initially stocked at the Billings Fire Cache. **This catalog is not a complete list of items or support that can be obtained from the cache.** The catalog includes items, which are normally used in fire suppression activities. Individual kit components and cache-use-only items are not listed in this catalog, and are generally not available outside of kits. For a specific need, contact the Cache Manager.

**To ensure rapid processing of your order use:**

NFES CATALOG NUMBERS

PROPER DESCRIPTION

CORRECT UNIT OF ISSUE (from BFK catalog)

**Orders CANNOT be processed without a Resource Order OR Incident Replacement Requisition.**

***Remember that the established, primary purpose of the cache is to support active incidents and it is not a normal source of non-emergency replenishment.***

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**Additional copies of this publication may be ordered from:**

**Billings Fire Cache, 551 Northview Drive, Billings, MT 59105. 406-896-2870**

**Order NFES #8000.**

## OVERVIEW OF BILLINGS FIRE CACHE

The **Billings Fire Cache (BFK)** is a Local Area Interagency Support Cache operating in association with the Northern Rockies Cache System. The Billings Fire Cache strives for excellence in quality of products and services. The Cache is located in Billings, Montana. The cache stores enough supplies and equipment for a force of 750 firefighters at one time without restocking from outside resources within the National Cache System. Normal complement includes six mobile cache support vans, NFES 82069 ready for shipment. Over the last 10 years the average support level has been for a force of 2,600 firefighters. Resources may be limited during high fire activity while being re-supplied. Our Mission is to provide logistical support in response to Wildland Fire and All Risk Emergency Incidents, for the East Zone Northern Rockies Region with interagency cooperation in the sharing of resources within the Zone, Region and on a National scale. The Zone stretches 725 air miles from Livingston, Montana to Fargo, North Dakota and 300 air miles from Sheridan, Wyoming to the Canadian border. This is an area of 217,188 square miles and is nearly the size of Texas.

BFK is financed using normal funding procedures through the BIA Rocky Mountain Regional Office and BLM Montana State Office. These Agencies also provide space, personnel, equipment, and initial stocking with a fifty-fifty cost share plan that is reviewed and signed annually, based on an operation plan and budget review. The cache receives direction from the Interagency Board of Directors consisting of the Fire Management Officers from the Bureau of Land Management, the Bureau of Indian Affairs, Forest Service, and State of Montana Department of Natural Resources and Conservation.

### Geographical zone directly served by the Billings Fire Cache

AGENCY	UNIT	OFFICE Name and Location	ZONE DISPATCH
BIA	MT-CRA	Crow Agency, MT	MT-BDC
	MT-FBA	FT. Belknap Agency, Harlem, MT	MT-GDC
	MT-FPA	FT. Peck Agency, Poplar, MT	MT-BDC
	MT-NCA	Northern Cheyenne Agency, Lame Deer, MT	MT-BDC
BLM	MT-BDC	Billings Field Office, MT	MT-BDC
	MT-LED	Lewistown Field Office, MT	MT-LEC
	MT-MCD	Miles City Field Office, MT	MT-MCC
	ND-DID	Dickinson Field Office, ND	ND-NDC
USFS	MT-CNF	Custer National Forest, MT/SD	MT-BDC
	ND-DPF	Dakota Prairie National Grasslands, ND/SD	ND-NDC
	MT-GNF	Gallatin National Forest, <i>on a case-by-case basis</i>	MT-BZC
NPS	WY-YNP	Yellowstone National Park	MT-BZC
	ND-TRP	Theodore Roosevelt NP	ND-NDC
STATE DNRC	MT-EAS	Eastern Land Office, Miles City, MT	MT-MCC
	MT-NES	Northeastern Land Office, Lewistown, MT	MT-LEC
	MT-SOS	Southern Land Office, Billings, MT	MT-BDC
FWS	MT- FWS	U.S. Department of Fish & Wildlife -Eastern MT	MT-LEC, MCC
	ND- FWS	U.S. Department of Fish & Wildlife -North Dakota	ND-NDC

Dispatch Centers in the East Zone Northern Rockies (Montana, North and South Dakota) order NFES Cache supplies directly from the Billings Fire Cache. In addition to serving the areas within the BFK geographic zone, BFK on a case-by-case basis directly supports the Cody Interagency Coordination Center (WY-CDC); the Bozeman Interagency Dispatch Center (MT-BZC) and Great Falls Interagency Dispatch Center (MT-GDC) under the Neighborhood Policy. The decision to support CDC, BZC and GDC will be made in coordination with the Northern Rockies Cache (NRK).

**THE PRIMARY PURPOSE OF BFK IS THE SUPPORT OF ACTIVE INCIDENTS**, usually Type III Incidents or larger. **Items are supplied only on a temporary loan basis.** Durable and accountable items are to be returned to the cache at the close of the incident, if not before. Initial Attack Caches maintain supply inventories at a level to handle normal operations; their usual inventory replenishment should be processed through normal channels (local purchases, GSA, etc.). Direct shipment from vendors, such as GSA, is the most cost-effective way of doing business. **BFK is not equipped or intended to fill non-emergency replenishment orders.** We welcome your comments regarding changes that would be beneficial to the overall fire program within the area serviced by BFK.

**FIRE CACHE STAFF**  
**MAIN CACHE NUMBER – (406) 896-2870**  
**FAX NUMBER – (406) 896-2881**

EMPLOYEE NAME & TITLE	INTERNET E-Mail MTBFK@DMS.NWCG.GOV	TELEPHONE NUMBERS		
		OFFICE	CELLULAR(on-call)	
James Chapman Cache Manager	<a href="mailto:jchapman@mt.blm.gov">jchapman@mt.blm.gov</a>	406-896-2872	406-698-7627	
Owen Richardson Asst Cache Mgr	<a href="mailto:orichardson@fs.fed.us">orichardson@fs.fed.us</a>	406-896-2875	406-208-3946	
Lisa Strauser Supply Technician	<a href="mailto:lstrauser@mt.blm.gov">lstrauser@mt.blm.gov</a>	406-896-2873	406-697-8423	
Vacant Supply Clerk		406-896-2870		
Lonnie Hinz Materials Hndlr. Ldr.	<a href="mailto:lhinz@mt.blm.gov">lhinz@mt.blm.gov</a>	406-896-2870		
Vacant Materials Hndlr. Ldr.		406-896-2870		
Vacant Materials Hndlr. Ldr		406-896-2870		
Vacant Materials Hndlr. Ldr		406-896-2870		

**OPERATING HOURS**

This chart is only a guide; fire activity will determine when the cache will switch to longer hours and/or 7-day a week coverage.

On-call coverage begins in June thru October; thus the cache is available for emergencies 24-hours a day during these months.

SEASON	FIRE DANGER/ACTIVITY	HOURS	DAYS	STAFF Availability
Pre-Season	January – May	0730-1600	Mon-Fri	Limited availability
Fire Season	Early Season	0730-1600	Mon-Fri	ON-CALL
	Low	0730-1600	Mon-Fri	ON-CALL
	Moderate	0700-1630	??	ON-CALL
	High	0700-1730	Sun-Sat	7days, w/extended hrs
	Extreme	0600-2300	Sun-Sat	7days, w/extended hrs
Post-Season	October – December	0730-1600	Mon-Fri	Limited availability

Keeping in mind the safety of cache staff and drivers, BFK policy is to be closed from 2300 -- 0600 hours, except for extreme circumstances.

**Off-Season**

BFK staffing level is minimal during the off-season; the cache will not always be staffed and/or open on a daily basis. Off-season access and use of the cache should be prearranged well in advance.

## On-Call Schedule for 2007 Fire Season -

The BFK main phone number (406-896-2870) is forwarded to the on-call person evenings and weekends starting the first Friday in June thru the last Friday in Oct. Status begins on Fridays at 1600 and remains in effect until the following Friday at 1559.

06/02	James
06/09	Owen
06/16	Lisa
06/23	Lonnie
06/30	James
07/07	Owen

07/14	Lisa
07/21	Lonnie
07/28	James
08/04	Owen
08/11	Lisa
08/18	Lonnie

08/25	James
09/01	Owen
09/08	Lisa
09/15	Lonnie
09/22	James
09/29	Owen

10/06	Lisa
10/13	Lonnie
10/20	James
10/27	Owen

## ACTIVE INCIDENT ORDERING

Since spring of 2002 all NFES items have been and continue to be ordered as supply ("S") orders for NFES items will be placed directly with BFK. All orders for equipment ("E") should be placed with the local or zone dispatch center. Orders to BFK should be limited to those items defined in the NWCG NFES or BFK Catalogs. Nonstandard items must be approved in advance. Orders for all other equipment, supplies and services, which are not available in the cache, should be placed with a dispatch center.

**All orders must be on a Resource Order** and processed through Zone Dispatch Centers. These include incident, incident support, emergency replenishment, hazardous fuels reduction, pre-positioning, project, and training. Orders may be placed directly to BFK by approved Dispatch Centers. All orders to the cache should be placed by Fax, with confirmation of order by telephone call. If unable to place order through a local dispatch center, then contact the cache for assistance. Orders placed via ROSS will be accommodated, when feasible.

Before submitting a Resource Order to BFK, the following essential criteria must be included:

### **Header Information:**

- Incident Name (Block 2), Incident Number (Block 3), Agency Charge Code (Block 4), Description Location (Block 5), Jurisdiction/Agency (Block 9), and Ordering Office (Block 10), **MUST** be filled in. Blocks 6-8 should also be completed.
- All fires have a single Fire # assigned. Resource Orders placed with BFK **MUST** have this Fire # listed in Block 3. This number can be generated by the local Dispatch Center.
- Blocks two through four need to be completed on all **Continuation Pages**.

### **Block 12 – Resource Requested:**

Standard practice is to skip a line on the Resource Order between items to allow for more writing room and readability.

- **Request Number:** S numbers should be used correctly (S-1, S-20, etc.), in proper order, without duplicates, skipping none.

- Ensure the ordering persons initials are in the **From/To** block for follow-up purposes.

- **Quantity (QTY) and Unit of Issue (U/I)** should match the BFK Catalog (10 EA, 1 KT, etc.).

Unless you are sure, it is best to check the Unit of Issue in the BFK catalog. Orders should be consolidated and grouped by standard packs as much as possible. Example: if 8 shovels are needed, try and bump the order up to 10 each since the standard pack for shovels is ten each per box. Do not order 1 box, since the Unit of Issue is each. Order 10 EA. The quantity ordered should be reasonable.

Do not order more than is needed at one time just because it might be easier. Do not order a cache van if only a few of the van items are needed. This limits the availability of cache vans to other incidents.

- NFES number & short description of the item in the **Resource Requested** block (i.e., #0171-Shovels, w/sheaths.) If unsure, check the NFES number in the BFK or NFES cache catalog.

- Ensure the **Date/Time Needed** is clear and realistic; please do not use ASAP.

- Make sure **Delivery To** point is clear (Local Cache or (ICP) Incident Command Post). If the ordering unit is going to pick up the items, make sure it states “will pick up” in the Deliver To point; the cache will then not have to arrange for transportation. A map, with detailed directions, should be supplied with all initial orders.

### **CACHE DEMOBE SPECIALIST (CDSP)**

The Billings Fire Cache has CDSPs available to support the demobilization of fire supplies from incidents. The CDSPs will work in cooperation with the incident Logistics Section and the Supply Unit Leader. The CDSPs will work for the Billings Fire Cache.

### **FILL OR KILL POLICY**

When BFK “kills” (unable to fill-UTF) an order, BFK will check with the incident to see if they want the order passed to the next level.

- If they do, the order will be passed on to MT-NRK (the Northern Rockies Cache in Missoula).
- If they do not, then the order is killed and finalized on that particular request number.

BFK will note any “UTF” or Partial fills in the comment lines on the Issue and Shipping Status Reports. If the incident requires the remainder of a partially filled item, they will need to reorder (using a new S #). **There are no back orders** on emergency resource orders. Neither the Billings nor the Missoula cache process any back orders.

### **SHIPPING**

BFK will call and provide shipping status immediately upon filling an order to the incident/dispatch office (via the fax, if requested, or electronic mail); this report will serve as notification/confirmation of resources assigned and shipping information. Any partial filled or killed orders will be noted in the comment lines of the ISSUE REPORT and followed up by a phone call (if possible) to appropriate area(s). BFK can use DMS to send shipping status messages, if requested. If the item is a National Resource or National Critical Item, BFK will coordinate with dispatch per established procedures.

BFK, in conjunction with Billings Logistics Dispatch, will make the necessary arrangements to transport supplies. Shipments will be scheduled throughout the day as soon after receiving the order as possible to ensure arrival at the incident camp no later than 2300 hours. Drivers unable to deliver supplies and return to home base by 2300 hours will stay overnight at the incident and return in the morning. Otherwise, the shipment will be transported the next morning. **DRIVERS ARE NOT TO BE UNNECESSARILY DETAINED.**

### **SCHEDULED ORDERING TIMES**

During the first 48 hours of an incident, BFK will accommodate orders and adjust operating hours as necessary. **After** the first 48 hours, BFK will request that all incidents place supply order(s) at a mutually agreed-upon designated time determined/discussed with the Cache.

### **REFERENCES**

NWCG National Fire Supplies & Equipment Catalog, NFES 0362

Fire Equipment Storage & Refurbishing Standards; NFES 2249

NICC, NRCC, Zone, and Local Mobilization Guides; specifically section 23 and cha. 70

Interagency Incident Business Management Handbook, NWCG HB #2, NFES 2160

*(See NWCG’s web site under working teams, forms and publications for electronic copies of some of these items).*

## HINTS FOR REVIEWING ORDERS

If a Resource Order is incomplete or unclear, the order cannot be processed until all necessary information is received or verified. If all necessary/accurate information is on the order at the time it is placed, it will expedite the order and delivery time. BFK may put the order on “hold” using the “Resource Order On Hold” form in this catalog and fax to the ordering office when additional information is required.

### **Understanding what the incident is requesting:**

- Aerial Ignition Devices vs. Ping pong balls (not table-top)
  - Pump Kit vs. Pumpkin (Tank, fold-a-tank)
  - 3000 FT of 3-foot hose vs. 30 LG of 100-foot hose (LG is correct U/I)
- ASK – If it sounds weird or you are not clear, please ask for clarification. See cross- reference table (pg. 16).

### **SUGGESTIONS TO THE ORDERING UNITS:**

**TAPE:** It is a good idea to order extra tape for sealing boxes at the close of the incident. Cellophane tape, shrink-wrap, rubber bands, etc. are preferred rather than filament tape on all items except fiberboard boxes.

**SHRINKWRAP/RUBBER BANDS:** Added to the mobile support vans and available at BFK cache.

**PALLETS:** May be available at BFK and other caches to help facilitate returns.

**HOSE ROLLERS:** All hose should be rolled when returning it to the cache. Hose rollers (hand and motorized) are available at the caches.

**TENTS:** If tents are ordered, make sure tent poles (two kinds) and stakes are also ordered; **tents do NOT come with poles or stakes.**

**PURGE:** (NFES 0700) purge is no longer available through the cache system. See Hazmat Section for more information on how to mechanically purge gas powered cache items.

## OTHER TYPES OF ORDERS

### **RESTOCK**

Replacement/**restock** orders **MUST** be the direct result of incident suppression activities and **MUST** be ordered on a resource order with the appropriate fire suppression charge code(s).

Durable items will be supplied as a temporary loan only and, at the close of the incident, should be returned to BFK; customers intending to keep ordered items are **EXPECTED** and will be **DIRECTED**, to order through a Vendor.

### **INCIDENT REPLACEMENT REQUISITIONS**

**Prior** to release from incidents, firefighting resources will prepare and have approved by the Supply Unit Leader or Agency Fire Management Officer an Incident Replacement Requisition (NFES 1300 or 1286 – see Forms Section, pg. 19) for items that have been lost, consumed, or worn out during the incident; these resource orders **SHOULD** be processed at the incident. If that is not possible, replacement orders must be processed within 30 days of control of the incident and can be processed at the personnel’s home unit, BFK, or the nearest National Geographic Area Cache.

### **ROUTINE**

Non-emergency (routine) orders should be directed to the source of supply, e.g., GSA, DOD, or private vendors. Purchasing direct from the vendor is the most cost-effective way of doing business. BFK is not equipped or intended to fill **routine** replenishment orders, but will assist with information such as vendor or other sources available. For your convenience, information regarding GSA and DOD is provided in the Introduction Section of the NWCG Catalog.

## INITIAL OVERHEAD PERSONNEL GEAR NEEDS

Red-carded individuals not affiliated with an initial attack cache may be outfitted with gear by BFK; these offices are the BIA Billings Area Office, BLM Montana State Office / Billings Field Office, and the Custer National Forest Supervisor's Office. Employees outside of these specific local offices should go through their local initial attack cache for overhead personnel supply needs. In order to maintain better control of the cache inventory, to reduce administrative tracking of individual personnel equipment, and to fulfill the true purpose of supporting incidents, the following procedures will be followed.

Once a year, **prior to May 15<sup>th</sup>**, the local agency Fire Management representative of these three offices is asked to submit a consolidated resource order for supplying individual overhead with gear necessary for supporting incidents. The following management numbers will be established each year and maintained by BFK and the FMO:

For BLM/MSO: MT-BFK-2810

For FS/CNF: MT-BFK-4119

For BIA/RMR: MT-BFK-4141

Expenditure for these supplies will be charged to BLM charge code 9999 as authorized by the Board of Directors. The cost of initial outfitting of an individual is approximately \$700.00. **This order is for outfitting or replacement of unserviceable items. Unserviceable items need to be returned to the Cache in exchange for replacements.** Individuals needing shirts, jeans, and gloves should make arrangements at the cache to be fitted so that the proper NFES number item can be ordered. This is especially important for individuals that are attending training, because exchanges may not always be possible at the training site. The following items are available from BFK. (Any additional needs should be provided by the agency through local procurement or GSA.):

_____Shirts	2 EA	NFES – varies depending on size
_____Jeans	2 PR	NFES – varies depending on size
_____Gloves	1 PR	NFES – varies depending on size
_____Fire Shelter, Complete M2002	1 EA	NFES 0925 (new)
_____Hard Hat w\chin strap	1 EA	NFES 0109
_____Headlamp	1 EA	NFES 0667 (new) (order batteries separately)
_____Goggles	1 PR	NFES 0318 (new)
_____Earplugs	2 PG	NFES 1027
_____First Aid Kit, 1 Person	1 KT	NFES 0067
_____Pack, Personal Gear	1 EA	NFES 1855
_____Pack, Field, Unisex	1 EA	NFES 0674 (new)
_____Bag, Sleeping	1 EA	NFES 0022
_____Canteen w\o cover	2 EA	NFES 0037

Once the order is approved by the Agency FMO and received, the cache will pull all the supplies and make them available at the cache for the individuals to pick up. An ISSUE REPORT showing items, quantity, and costs will be given to the individual when they pick up their order and available to the respective agencies. This order should cover all the supply needs for red-carded individuals for each unit. **It will NOT be regular practice to outfit individual overhead or crews at the time of their incident assignments during fire season.**

Agency FMO Approval \_\_\_\_\_

Date \_\_\_\_\_

Cache Manager Receipt \_\_\_\_\_

Date \_\_\_\_\_

## Equipment vs. Supplies – NFES vs. non-NFES – Local vs. Cache

All NFES items are to be considered supplies and ordered with “S” numbers; equipment orders, now ordered with “S” numbers, will continue to be ordered through dispatch coordination centers. *See the Nat’l Mob Guide for standardization of the definitions of Equipment & Supplies.*

**EQUIPMENT** All equipment orders must be placed with Dispatch Centers. Equipment is tracked as an individual resource.

### **SUPPLIES**

Supply items include all, but are not limited to, NFES items: mobile cache vans, telecommunications equipment, ATMUs, RAWs, etc. All NIRS radio equipment will be ordered as (S) requests on a Supply Resource Order. **It is important to note that established ordering channels for radios and RAWs have not changed and will continue to be ordered through the dispatch coordination offices. BFK’s only involvement in these orders is providing a pick-up and delivery point.** Supply orders for multiple quantities of “like” items do not require individual S numbers. So when ordering ten generators, do not assign ten S numbers; they can all be placed and filled on one S number.

**NFES:** Presently BFK receives supply orders via FAX, either from dispatch or direct from the incident. NFES supply orders are processed and filled and notification given through proper channels. Transportation is arranged through Billings Logistics Dispatch. Items can include Tents, chain saw kits, logistics kits, medical kits, tools, cache vans, etc. If the item is a National Resource or National Critical Item, BFK will coordinate with dispatch per established procedures.

**Non-NFES:** Non-NFES supplies are handled by the dispatch center Equipment/Supply Dispatcher who works directly with the local agency purchase department to fill, if possible. This includes the receiving of orders, purchasing, payment, mobilization, demobilization, paperwork, transportation, and notification process. When the need exceeds the dispatch center’s purchasing capability, local personnel or National buying teams are available to assist with purchasing and contracting needs for the non-cache items. Some of the items are band-aids, juice, bleach, motel rooms, supplemental food, personal hygiene items, etc.

### **Local vs. Cache**

There are some items that have NFES numbers and are carried by the cache but are stocked **only** for building kits and are generally not available outside of the kits. These include items such as medical supplies, coffee, pens, pencils, and photocopy paper. The cache issues medical kits, logistics section kits, coffee heating kits, office supply kits, etc. but normally **does not** send out the individual kit content items. The best way to get these individual items is through the Dispatch Center and the local purchasing agent. If unsure on how to order an item, contact BFK for assistance.

**Note:** Items such as chain saws and pumps are normally not available from BFK outside of a kit; contact the cache if special needs exist.

## **MOBILE CACHE SUPPORT VANS**

The purpose for the cache van is to establish an incident base camp and not to support two hundred fifty firefighters. The van contents meet the national standards with additional items per Northern Rockies standards. See the kit-packing list in the Kit Section of this catalog for the kit contents.

Cache vans are ordered on an “S” number through the Billings Fire Cache, **even if the Unit hosting the pre-positioned cache van wants to utilize the van.** BFK maintains six mobile cache vans. During fire season, vans are pre-positioned at the Miles City BLM Fire Office and the Lewistown BLM Fire Office. The other cache vans are kept in Billings at BFK. BFK will authorize any



assignment of a van. BFK will process the issue of the van to the incident. The cache vans are pre-loaded and can be on the road within an hour during regular business hours; ordering of the tractor will be coordinated with Billings IA Dispatch. BFK will issue a cache van for Type I & II Incidents and only when there is an established Incident Command Post (ICP). The trailer and tractor will not remain on the fire. The items need to be unloaded and the empty trailer brought back to BFK as soon as possible. This will enable the cache to get another van built and ready to dispatch. **NO EMPTY cache van trailers are available from BFK.** See Chapter 70 of the NRCC Mobilization Guide for a listing of other vans and base units within the geographic zone.

### **TYPE III TEAM MODULE**

The Type III Team Module was added in 2005. This module is for Type III teams to order in lieu of the cache van. These modules are designed to support 50 persons each. See kit list on page 65 & 66 for contents.

### **PREPOSITIONED ITEMS**

Preposition of cache items is a management decision. All units can be supplied in a relatively short period of time. Therefore, units must make a realistic assessment and order only what is needed. Preposition items should be returned as soon as requirements for pre-positioning have ended. **If the items are requested for long-term or permanent retention, arrangements should be made for purchasing the items.**

The only item that BFK prepositions is the Mobile Cache Support Van in Miles City and Lewistown. The following cache items are normally pre-positioned at BFK from MT-NRK are available, in limited quantities: NFES #1760, First Aid, 100-Person Kit.

The 4390 Starter System kit is ordered as needed and no longer pre-positioned at BFK. The System will be ordered as “Supply” through the BDC Equipment\Supply desk. BFK will be the delivery and pick-up point for the ordered System. The Cache is not involved in the mobilization/ demobilization process.

The ordering incident (communications unit) is responsible for a complete inventory of the Starter Kit when returning it from the incident. It is also the incident’s responsibility to disconnect any battery cables (such as in a repeater box) before shipping. Per NIRSC, the Starter System is sent as one unit, and not split up. To maintain quality and quantity for the field, each Starter System or kit will be returned directly to NIRSC for refurbishment immediately after each assignment, by the incident or local dispatch.

### **ACCOUNTABILITY**

**All items sent out of BFK are loans** and will be processed on a Resource Order and entered into an electronic inventory system. All items purchased with emergency funds by the incident become property of the fire cache or purchasing agency and are to be marked and used for “Fire Use Only.” An Issue Report will be sent with all cache orders and must be signed by the proper authorities at the agency/incident as received and returned to BFK; a copy will be sent for the incident’s records. When the items have been delivered to the correct destination, the items become the incident’s responsibility. Applicable agency property regulations and the Federal Property Management Regulations apply. The Issue Report will be treated as a formal issue of durable and non-durable goods to an incident. **It is the responsibility of the receiving unit to see that ALL Accountable property, durable property, and any consumable goods remaining at the close of an incident are returned to the issuing cache.** It is the responsibility of the receiving unit to prepare reports of loss, or damage, for all durable and accountable property not returned to the cache within 30 days of demobilization. The Incident Commander or Logistics Section Chief should review, sign, and take any follow-up action on these

reports to the incident close out; after that it becomes the responsibility of the jurisdiction agency. All reports of loss or damage must be submitted to the Incident Agency and the issuing cache. (See NFES 1139 NWCG HB2, Interagency Incident Business Management Handbook 35.5 & Form OF-289).

**Accountable Property** (may be referred to as capital equipment) Items with a purchase price of \$5,000 (USDI or USDA) or greater. Accountable property also applies to items that the Incident Agency considers sensitive (e.g., cameras, chain saws). Property is generally tagged with an agency identification number. These items **MUST** be returned to the supplying cache. If the items are destroyed, burned over, etc. the remnants should be returned to the cache accompanied by a report of loss/damaged items. The cache property officer has to verify and account for all loss/damaged Accountable property.

Pumps, chain saws, and radios are usually in short supply and **must** be returned to the issuing cache as soon as the need is over. If this property is lost or destroyed, written notification must be provided to the issuing cache. If the item does not operate in satisfactory manner, note the possible cause of the problem on a tag and attach it to the item.

BFK cannot credit an incident for returns of out-of-date, condemned, or unrepairable items. If items are damaged or unserviceable, please tag the item as such.

**Durable Property** Durable properties are those non-accountable items that have a useful life expectancy greater than one incident (e.g., sleeping bags, water-handling accessories, tents, nomex (PPE), headlamps, tools). This property may be marked with paint or etching to show “US GOV”, or an agency-specific marking. These items should be returned to the supplying cache, or a report of loss/damaged items should be sent to the cache. Acceptable loss tolerance/use rates vary from 10-30%.

Using tape, secure box flaps in a closed position. Please use regular cellophane tape, shrink (stretch) wrap, hose rubber bands, etc. rather than fiber tape. Stretch plastic wrap is now on the mobile cache support vans.

**Consumable Goods** Consumable goods are items normally expected to be consumed on the incident (e.g., batteries, Meals-Ready-to-Eat, plastic canteens). This property is not marked. Leftovers of these items can be returned to the cache or given to the local agency.

Some items are expendable when used and should not be returned; e.g., disposable mess-gear, canteens, etc. During demobilization of an incident, partial cartons of excess consumables can be returned to the cache for issuance. Documentation of disposal of large quantities of these items is required. Another source for utilizing partial boxes is the local district, forest, or agency responsible for the incident. Used batteries may be thrown away, all alkaline batteries (AA, repeater, etc) manufactured after 1989 can be safely disposed of in a landfill.

FUEL, GAS ENGINES, PURGING & HAZARD ITEMS: see the Hazardous Materials section of this catalog for how to handle these items.

NOTE: Northern Rockies Fire Cache uses Standard Cache Refurbishment Costs for most items they supply. See the NRCC Mobilization Guide, Chapter 70, for costs. If a chain saw kit is opened just to get the earplugs, the same refurbishment amount is charged as if the entire kit contents were used (in 2002 this was \$180.38). Only open boxes, kits, etc, if necessary, not just because its easier than ordering an item.

**FIRE LOSS\USE TOLERANCE** The goal of property management on incidents is to prevent the loss of property and supplies. To accomplish this goal, Incident Management Teams (IMT) and Incident Agencies may develop loss\use tolerance guidelines. These guidelines are frequently a percentage of the durable property. BFK's Fire Loss\Use Tolerance goal is 10%. If the loss of durable items exceeds loss tolerance guidelines, the IMT needs to provide documentation of the loss to the Incident Agency and issuing cache.

## RETURNS

**All returns must be identified** with the return agency identifier, incident name and incident number to ensure proper accountability. The return documentation needs to contain a full inventory, including NFES catalog numbers, description of items, quantity, and unit of issue of each item being returned. It is important to ensure accurate crediting of the returns to the correct ordering agency and incident. Upon request, BFK can supply Return Worksheets for specific incidents. Incident Waybill (NFES 1472) form or an equivalent may also be used. **It is the ordering agency's responsibility to return items using the proper procedure, not the cache's.**

**Returns must be received at BFK within 30 days from close of the incident and be accompanied with required documentation to accurately reflect incident costs.**

For fires, the "control date" is used as the close of an incident. BFK may not be able to accurately credit returns after 30 days from the close of the incident.

The lack of timely returns of fire supplies to the cache hampers the ability to supply incidents or other caches. Maximum support can be achieved by prompt returns of supplies to the cache that issued them upon demobilization, or sooner if no longer needed. It is strongly recommended that a Cache Demobilization Specialist (CDSP) be ordered for all large incidents and incidents utilizing multiple sources of supply. BFK can supply this position.

If items are taken from one incident to another incident (without returning to the cache) it is both incidents' responsibility to inform the cache of the items that are being transferred. It also must be confirmed which incident should be credited for the returns when they are finally returned to the cache. **This practice is highly discouraged because it makes tracking and accounting very difficult. If it does occur, make sure all items are carefully inventoried and transferred to the new incident and that documentation is sent to BFK,** who will share with any other affected caches. This documentation becomes very important in the case of Trespass Fires. A Cache Demobilization Specialist should also be considered in these situations. **Request the BFK Incident Transfer Policy.**

**Caches are NOT a hazardous materials disposal facilities.** All fueled equipment and fuel containers **must be emptied and mechanically purged BEFORE** shipping back to BFK. This is a DOT regulation subject to penalties. See the Hazmat Section of this catalog for more information, starting on page 31.

## SPECIFICS ON HOW TO RETURN ITEMS

Extra effort by the incident supply unit in sorting, marking, packing, and inventorying will greatly assist both the incident supply and the receiving support cache.

Please emphasize the use of protective attire, such as latex gloves, dust masks, long sleeve shirts, helmets, etc. with handling used equipment. This is especially important when rolling hose or handling used clothing and sleeping bags/pads.

Sort and Separate items:

By NFES Number

Used from Unused

Contaminated (poison ivy/oak, etc.)

Serviceable from Unserviceable

The “Fire Equipment Storage and Refurbishing Standards” NFES 2249 Guidelines are useful in determining the condition of an item. Coordinate with the issuing cache on disposal of unserviceable items.

If possible, all items should be returned in the original packaging by the standard pack; e.g., 10 shovels per box, 20 helmets per box. Boxes/items should be clearly marked or tagged with NFES number, description, quantity and status; used, unused, damaged, contaminated, not in working order, unserviceable, purged, etc. If an item is not working, please tag as such and try to describe the problem.

**COMMUNICATIONS EQUIPMENT** must be returned from the incident or the local dispatch to the National Incident Radio Support Cache (NIRSC) at the National Interagency Fire Center in Boise, ID. This must be done as soon as the incident or the need is over. An inventoried waybill **MUST** accompany the returned boxes. Please take a moment before sealing the kit box to ensure contents are inventoried and will not be damaged in transit. Accountable property reports are included in communications kits; use as necessary to report lost or damaged equipment. Make sure the battery cables are disconnected.

**Do not hold radios on a local unit or reassign to another incident.** They must be returned to NIRSC for refurbishing.

### **PLEASE DO NOT USE FIBER TAPE ON!!!**

Backpack Pumps	Remove water. Separate trombone from bag, wrap/tie all parts together with hose rubber bands (NFES 0727) or stretch plastic wrap (NFES 0315/0316).
Chairs	Remove all signs, tape, etc. added at the incident. Plastic wrap 5 to a bundle. Make sure the chairs are cache items and not a contractor, such as the caterer.
Coolers & Jugs	Wash out, drain, and dry. If this is not done it is a health hazard.
Field Pack	Stuff all components into the main bag.
Flashlights	Remove batteries.
Heaters	Put in a box to protect. This is one of the most time consuming items to refurbish.
Headlamps	Remove batteries. Sort by NFES. Separate serviceable and unserviceable; dispose of unserviceable items.
Hose	Sort by NFES. Drain and roll all hose. Do not return hose that was not issued by the cache. It should be returned to the unit that supplied it to the incident. Hand and electric hose rollers are available on order at the caches.

Nomex Clothing	Separate serviceable from unserviceable. Count and put 25 shirts per garbage bag and 20 jeans per bag. If items are contaminated (poison oak/ivy), bag separately and mark bag that items have been contaminated. Always use gloves and long sleeve shirts when handling used clothing.
Poles, Tent	Sort by Upright or Ridge. Repack in original carton or shrink wrap. Uprights 6/BX. Ridge 1 EA/BX, with six parts per pole.
Sleeping Bags	Sort by NFES. Separate by condition. Identify or mark contaminated. Roll/fold up individually. Stuffing into another bag makes counting more time consuming, (unless all bags have the same number, 4 EA in one.
Sleeping Pads	Use original carton or bundle in groups of 50 with plastic wrap (NFES 0315/0316).
Tables	Remove all signs, tape, etc. added at the incident. Make sure the tables are cache items and not a contractor's, such as the caterer.
Tools	Return ALL tools, regardless of condition. Use original cartons to help prevent injuries. If possible, replace sheaths. Bundle in groups of 5 with hose rubber bands (NFES 0727) or stretch plastic wrap (NFES 0315/0316). DO NOT USE FIBER TAPE on tool handles, this tends to ruin the handles.
Water Handling	Sort by NFES and box them up.

## NFES NUMBER ASSIGNMENTS

The NFES number assignments provide a standard system of identification. Items are admitted to, changed within, or deleted from the NFES system per field input to the NFES Geographic Cache Managers. They in turn decide if the request is best handled within the geographic area or forwarded to the NFES Committee for national consideration. The NFES Representative is the focus for these recommendations. New items are agreed to and accepted by the NFES Committee and the NFES Geographic Area Caches. Changes and deletions follow the same procedure and are monitored by the NFES Committee Chair. See the NWCG Catalog for more information on the process of introduction of a new NFES item.

0001 – 6999: (except 4000-5999) Nationally stocked fire support items, including kits.

4000 – 4999: Communications and Electronic Kits. This series is assigned by the National Incident Radio Support Cache (NIRSC), NIFC and monitored by the NFES Committee Chair. Assignments and changes are reported in the same procedures as above.

7000 – 9999: Local Use Items. Are assigned locally by caches. These item numbers are not the standardized national item.

7000 Are assigned to kit components or cache-use-only items. These are not normally shipped out of the cache as individual items.

8000 Are assigned to non-standard items that BFK carries and are available for incident use, but are not covered in the national standard numbers (0001-6999).

9000 Northern Rockies Cache (NRK) uses these for individual medical items.

## DOUBLE NFES NUMBERS – SAME ITEM

There are several NFES items that are assigned more than one NFES number. The reason for this is different sizes or units of issue, because the item is sent out by itself and in a kit as a component. Below are some examples. Not all NFES numbers are carried by BFK.

Description	NFES	U/I	# in U/I
Bag, Cotton, Lunch or Tool, 10" x 24"	0018 3318	BD EA	100/BD
Bag, Garbage Can Liner, Plastic, 30 GL, 39" x 33"	0021 3300	BX EA	125/BX
Cord, Cotton, Braided, 1/8" x 3000' 1/8" x 100'	1285 0052	SL HK	30 HK/SL
Cord, Nylon Shroud	0533 3305	SL HK	100 FT/HK
Rag, Wiping, 50 LB Bale 1 LB Bundle	0565 3309	BE LB	50 LB/BE
Sheeting, Plastic, Black, 20' x 100' 10' x 20'	0144 1287	RO SH	10 SH/RO
Sheeting, Plastic, Clear, 16' x 100' 10' x 10'	0143 1284	RO SH	10 SH/RO

## NFES ITEM CHANGES, DELETIONS ADDITIONS

### **DELETED ITEMS** –

None for 2007

### **ADDED ITEMS** –

None for 2007

### **CHANGES** –

BFK has complied with all recommended changes from the National Kit Committee for 2007.  
BFK will carry the Bullard Thermal Imaging unit as NFES 7759, Heat Detector Scanner.